

17 January 1974

MEMORANDUM FOR: General Graham

SUBJECT: IC Staff Monthly Newsletter

25X1 1. At [] request, my staff will prepare for your approval a monthly Intelligence Community Staff Newsletter which will highlight IC Staff activities and which is intended for distribution to the community. We will use the Weekly IC Staff Report prepared in PD/DCI/IC's office as the basis for this monthly report, but in addition we ought to include some input from [] and you if the newsletter is to be an effective public relations vehicle.

25X1 2. Attached is a sample form which you may find convenient to have your secretary use to note possible items for the monthly report. If you are agreeable to this approach, I will ask Mrs. [] to whom I have assigned action for this newsletter, to provide a supply of these forms to []. If, on the other hand, you prefer to see the proposed letter prior to adding your items, I will route the final proposed newsletter in draft to [] for any additions he may have, and then to you for additions and final approval prior to printing.

25X1 3. I suggest that we hold the newsletter to a SECRET classification in order to permit ease of handling within the community. This will require careful editing of some items, but I feel sure that even at the SECRET level we can provide a useful and informative letter. If, after a trial period of a few months, we find that this classification is limiting its usefulness, consideration can be given to upgrading the newsletter.

25X1 4. I will have a sample format of the proposed newsletter and a proposed distribution list ready for your consideration early next week.

25X1 []
Donald P. Harvey
Rear Admiral, USN
Chief, Coordination Staff

D/DCI/IC ITEMS FOR INCLUSION IN IC STAFF MONTHLY NEWSLETTER TO THE
INTELLIGENCE COMMUNITY : month/year

Date	Item